

Checklist

for Library Bond Act Grant Application Documentation Version 1.0

The Office of Library Construction (OLC) has created the following checklist of required supporting documents in an effort to assist potential applicants in making sure their Library Bond Act application is complete.

The use of the checklist is optional. However, if it is used and submitted with the application, it will also help OLC staff expedite the eligibility review of applications.

The checklist is a technical assistance tool and is advisory only. Applicants should not rely exclusively on the checklist, but should also verify the elements of their application by checking the Title 5 regulations and the Library Bond Act. **Any error or omission on the checklist does not relieve the applicant of the responsibility to submit all required documents as listed in the Title 5 regulations.**

It is sincerely hoped that this tool will help to ensure complete and eligible applications for potential grant award. If any questions or perceived discrepancies between the checklist and the Title 5 regulations arise, contact **Bessie Condos Tichauer at (916) 445-9609 or btichauer@library.ca.gov.**

If there are changes to Version 1.0 of the checklist based upon user input, updated versions will be placed on the OLC Web site with a new version number and an errata sheet.

Instructions for Completing Checklist Form

There are several sections of the checklist that may need to be completed, depending upon the type of project. Utilize the list of sections below as appropriate:

- Section 1: Page 2 Documents required for ALL PROJECTS**
- Section 2: Page 12 Additional Documents required for JOINT USE PROJECTS**
- Section 3: Page 14 Additional Documents required for JOINT VENTURE PROJECTS**
- Section 4: Page 14 Additional Documents required for CO-LOCATED PROJECTS**
- Section 5: Page 16 Additional Documents required for REMODELING PROJECTS**
- Section 6: Page 17 Additional Documents required for CONVERSION PROJECTS**

Under each section there is a list of "Submittal Requirements" on the left-hand side of the page. Please note that section citations are given to assist in locating the requirements in the Title 5 regulations. These section and page numbers are keyed to the "Final (Codified) Title 5 Library Bond Act Regulations" that are available on the OLC Web site.

Applicants should ignore the middle column that says "State Library Use." Applicants should complete the two columns to the far right, that are under "APPLICANT USE." Under the "Included" column, applicants should check "Yes" if the item is included in the submittal and "No" if it is not. Further, if time allows, it would be very helpful to State Library staff attempting to verify the eligibility of the application if applicants indicated the document and page number where the item listed can be found. Feel free to use abbreviations for document names such as "BP" for building program; "NA" for needs assessment, etc.

For Applicant Use

Project Name: _____

Applicant Name: _____

Checklist Completed by: _____ Phone: _____

For CSL Use

Checklist Reviewed by: _____ Date: _____ Project Number: _____

SECTION 1 – REQUIREMENTS FOR ALL PROJECTS

SUBMITTAL REQUIREMENTS	State Library Use		APPLICANT USE			
	In Compliance		Included		Document & Page Number	
	YES	NO	YES	NO		

APPLICATION FORM

1	Original (with signatures) 20440(a)(1)(A), p. 23, Appendix 1, p. 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	6 copies of application form 20440(a)(1)(A), p. 23, Appendix 1, p. 30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SITE AND TITLE REQUIREMENTS

CEQA Compliance

20438, p. 20

3	Applicant is Lead Agency 20438 (a) (1), p. 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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[Mark the type of evidence of CEQA compliance (choose only one) & its corresponding documentation]

4	No Adverse Environmental Impact 20438(a)(2)(A), p. 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Explanation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Legal Citations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Categorical Exemption 20438(a) (2)(A)(2)(a)&(b), p. 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Statement of Basis of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Copy of Notice of Exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Negative Declaration 20438(a)(2)(B), p. 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Final Negative Declaration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Notice of Determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Signed by lead agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Stamped by County Clerk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	State Clearinghouse review (One of the following):					
15	Compliance Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Comments from state agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Environmental Impact Report (EIR) 20438(a)(2)(C), p. 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Final EIR Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Notice of Determination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Signed by lead agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Stamped by County Clerk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Adopted Statement of Overriding Considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
	State Clearinghouse review <i>[Include one of the following]:</i>					
23	Compliance Letter, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Comments from state agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Obtaining Marketable Record Title

20438 (c), pp. 21-22

[All applicants are required to submit a Preliminary Title Report. If not currently owned by the applicant, the report is to be obtained from the current owner.]

[MULTIPURPOSE PROJECTS: Submit only for public library portion of the project site (20438 (c)(1)(B), p.21)]

25	Preliminary Title Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Names and addresses of owners & their interests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Property description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Easements/Encumbrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Plat or Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Attorney's Opinion re: Exceptions (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Indicate that exceptions don't diminish use of site for public library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Indicate that exceptions don't diminish or limit the State's interest in the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Site Ownership – If Applicant Owns or Will Own the Site

20438 (c) (8), pp. 24-25

[Mark the type of verification submitted (only one is required)]

33	Verification of ownership, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Executed option to purchase, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Agreement to donate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Possession of Lease

[If Site Is Secured by a Lease or Lease-Purchase Agreement]

20438 (c) (8) (B), p. 25 & 20440, Appendix 6, p. 71

Lessor Is Either a Public Agency or a Private Owner

36	Executed lease or lease-purchase agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Lease or lease-purchase agreement indicates:					
37	Full access to site to build and operate library provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Term of at least 40 years following substantial completion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Title report shows no superior liens	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Subsequent encumbrances or sales subject to lease agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Payment of rent either lump sum or budgeted yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
42	Lessor's remedies may only be suit for rent or for specific performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Lessor legal opinion re: lease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Lessee legal opinion re: lease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Lessor Is a Private Owner: Legal Opinion Requirement*[Mark the type of legal opinion submitted]*

45	Lessor is entity that cannot enter bankruptcy proceedings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Agreement cannot be rejected due to lessor's bankruptcy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Boundary Survey

20440 (c)(1), p. 23

[MULTIPURPOSE PROJECTS: Include boundary survey for entire multipurpose project site]

47	Boundary survey submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Boundary survey shows metes & bounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Signed by a licensed land surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Stamped by a licensed land surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Geotechnical Report

20440 (c)(2), p. 23

[NOT REQUIRED FOR existing buildings with remodeling only (i.e., with no addition)]

51	Copy of geotechnical report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Report is by licensed engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Visual Record Existing Library

20440(c)(4) (A) p. 24

[Applies only if an existing library will be improved or replaced]

53	Photos or Videos included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Labeled w/Applicant & Project Names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Visual Record of Site

20440(c)(5) (A) p. 24

[Not required for existing buildings with remodeling only (i.e., with no addition)]

55	Photos or Videos included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	Labeled w/Applicant & Project Names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Views from outside & facing the site:					
57	View of front entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	2 nd view of applicant's choice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
	Views from middle of site:					
59	North	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	South	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	East	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62	West	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Map(s) of Site

20440(c)(5)(B), p. 24

[NOT REQUIRED FOR existing buildings with remodeling only (i.e., with no addition)]

63	Copy of map(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64	Service area of project shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65	Major Thoroughfares shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	All public K-12 schools shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67	All major retail business centers shown	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Site Appraisal (if applicable)

20436 (a), p. 14

68	Copy of appraisal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69	Completed by independent appraiser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70	Completed by licensed State Certified General Real Estate Appraiser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71	Completed no more than one year from application deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Parking Shared Use Agreement (if applicable)

20440(c)(11), p. 25

72	Copy of parking agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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COMMUNITY LIBRARY NEEDS ASSESSMENT

20440(d)(2), p. 26 and Appendix 3, p. 61 – 66

73	Copy of Needs Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74	Completed or revised within five years of application deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75	Table of Contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76	Overall Executive Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
77	Narrative overview of Needs Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78	Relevant demographic information cited	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
79	Needs Assessment Methodology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80	Executive Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
81	Community involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82	Methods used to elicit community input	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
83	Community Analysis: <i>[Provide description and analysis of the following:]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
84	Government agencies & their key individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
85	Public & private schools to be served	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
86	Community organizations & their service needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
87	Demography (Federal, State, or Regional source)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
88	Population Characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
89	Demographic Data & Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
90	Academic Performance Index (API)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
91	Poverty rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
92	Per capita income	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
93	Literacy rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
94	Unemployment rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
95	Population composition by age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
96	Population by occupation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
97	Median property value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
98	Population by educational level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
99	Each demographic element is compared to State norm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100	Each demographic element is compared to national norm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
101	Executive Summary of Community Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
102	Analysis & Discussion of Community Characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
103	Analysis of Library Service Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
104	In-depth analysis of library service needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
105	Executive Summary of service needs & impact on Library Plan of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
106	Service Limitations of Existing Library for each category: <i>[Applies only if an existing library will be improved or replaced]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
107	Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
108	Readers' Seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
109	Staff Officers, workstations, visual supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
110	Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
111	Meeting Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
112	Special Purpose (Miscellaneous)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
113	Services needed but unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
114	Executive Summary of Service Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS	State Library Use		APPLICANT USE		
	In Compliance		Included		Document & Page Number
	YES	NO	YES	NO	

115	Physical Limitations of Existing Library Facilities (if applicable) for each category: <i>[Applies only if an existing library will be improved or replaced]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
116	Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
117	Energy conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
118	Health and safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
119	Disabled access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
120	Acoustics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
121	Space flexibility/expandability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
122	Functional spatial relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
123	Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
124	Other Considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
125	Executive Summary of physical limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

126	Space Needs Assessment <i>[Provide assignable square footage allocations & how they were determined for each category below:]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
127	Library Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
128	Current status and proposed capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
129	Collection development & justification: size and types of collections; purchasing patterns; library use statistics; any standards & guidelines used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
130	Summary of all projected collections including: size, format category, sub-category, volumes/linear foot, & assumed percentage of collection in circulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
131	Collection space chart: <i>[Provide the following for each collection sub-category:]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
132	Calculations used to obtain space needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
133	Conversion factors used in calculations (e.g., type of shelving unit, number of volumes/shelving unit, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
134	Readers' Seats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
135	Description of patron seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
136	Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
137	Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
138	Allocation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
139	Standards re: seating/space need	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
140	Calculations described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
141	Conversion factors provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
142	Technology <i>[Identify and describe:]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
143	Numbers and types of technology equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
144	Numbers and types of workstations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
145	Calculations described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
146	Conversion factors provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
147	Staff Offices & Workstations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
148	Projected staff organization described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
149	Standards used (if applicable) to determine staff size provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
150	Number of staff workstations needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
151	Allocations of staff workstations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
152	Calculations described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
153	Conversion factors provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
154	Meeting Room Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
155	Number of meeting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
156	Capacity of meeting rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
157	Allocation of space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
158	How rooms support plan of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
159	Calculations described	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
160	Conversion factors provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
161	Special Purpose: Miscellaneous Space Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
162	Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
163	Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
164	Intended use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
165	How they support plan of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
166	Calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
167	Conversion factors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
168	Non-Assignable Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
169	Assumptions re: percentage of non-assignable square footage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
170	Amount of non-assignable square footage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

LIBRARY PLAN OF SERVICE 20440(d) (3) & Appendix 4, pp. 67-68						
171	Copy of Library Plan of Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
172	Executive Summary (Overall)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
173	Mission Statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
174	Goals/Objectives/Roles & Service Indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
175	Response of each to Needs Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
176	Detailed description of types of services to be offered/Implementation Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
177	Staffing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
178	Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
179	Hours of service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
180	Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
181	Special services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
182	Community services or partnerships, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
183	How plan of service meets residents' needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
184	Jurisdiction-wide Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
185	Describes how the project fits with jurisdiction-wide service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
186	Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
187	How plan of service integrates appropriate technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
188	How information technologies are implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
189	Executive summary regarding integration & implementation of technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

BUILDING PROGRAM						
20440(d)(4), p. 27, Appendix 5, pp. 69-70						
190	Copy of Building Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
191	Table of Contents with each division listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
192	Overview and Introduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
193	Introduction with overview of need and project time schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
194	Discussion of relationship of Building Program to architectural design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
195	Discussion of roles of building team members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
196	General Requirements of Library Building (as appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
197	Occupancy by staff and patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
198	Type and size of Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
199	Flexibility and Expandability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
200	Staff Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
201	Energy Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
202	Fenestration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
203	Space Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
204	Access for the Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
205	Acoustics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
206	HVAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
207	Illumination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
208	Power, data & audiovisual communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
209	Security Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
210	Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
211	Audio-visual systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
212	Visual supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
213	Master List of Furniture and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
214	Spatial Relationships (narrative, special diagram, or matrix)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
215	Summary of Facility Space Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
216	Name of each space shown with square footages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
217	Space Descriptions (as appropriate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
218	Assignable Square Footage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
219	Occupancy by staff and patrons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
220	Type and size of Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
221	Functional Activity Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
222	Spatial Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
223	Flexibility and Expandability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
224	Fenestration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
225	Space Finishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
226	Access for the Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
227	Acoustics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
228	HVAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
229	Illumination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
230	Power and Data Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
231	Security Requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
232	Visual Supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
233	Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
234	List of Furniture and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
235	Preliminary Project Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

CONCEPTUAL PLANS						
20440(d)(5), p. 27						
<i>[MULTIPURPOSE PROJECTS: Include conceptual plans showing public library & total project]</i>						
236	Size no less than 24"x36"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
237	Prepared by licensed architect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
238	Area Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
239	Site shown in context with neighborhood:					
240	Buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
241	Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
242	Public transit stops (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
243	Streets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
244	Documentation included to demonstrate project design compatible with scale/character of neighborhood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
245	Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
246	Plan shows:					
247	Library Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
248	Automobile parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
249	Bicycle parking (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
250	Access Roads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
251	Bicycle Pathways (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
252	Pedestrian Pathways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
253	Future expansion of building & parking (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
254	Direction of North indicated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
255	Floor Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Plan shows:					
256	Single line drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
257	Names of major programmed areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
258	Non-assignable spaces & square footage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
259	Each area shows assignable square footage from building program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
260	Each area shows actual square footage on floor plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Building Sections					
261	Latitudinal Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
262	Longitudinal section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Elevations					
263	Front of library building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
264	2 nd elevation (applicant's choice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
265	Outline Specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
266	Type & quality of building systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
267	Basic components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
268	Unique components (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
269	References to State statutes and State building codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FINANCIAL AND CERTIFICATIONS

20440 (e), pp. 28-29

Construction Cost Estimate

20436(b), pp. 14-15

[Provide a construction cost estimate using CSI, R.S. Means, or similar estimating format]

270	Copy of construction cost estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
271	Prepared by architect, engineer, or professional cost estimator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

[MULTIPURPOSE PROJECTS ONLY]

272	Multipurpose Project Cost Analysis 20436(f)(3), p. 19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
273	Prepared by architect or construction cost estimator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
274	Compares whole multipurpose project to the public library portion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Resolution by Applicant's Governing Body

20440(e)(3), p. 28

275	Copy of resolution [includes the following items:]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
276	Commitment of Local Matching Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
277	Specifies actual dollar amount identified in Project Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
278	Includes & identifies any amounts to be credited, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
279	Commitment of Supplemental Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
280	Specifies actual dollar amount identified in Project Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
281	Commitment to meeting cash flow requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
282	Certification of Project Budget of Application Form & supporting documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
283	Certification of accuracy and truthfulness of Application & supporting documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
284	Commitment to operate public library facility (unless facility will be operated by a jurisdiction other than the applicant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
285	Commitment to at least 40 years of public library direct service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Resolution from Operating Jurisdiction's Governing Body (If different from applicant)

20440(e)(4), p. 28

[If a jurisdiction other than the applicant will operate the completed library, provide a resolution from the operating jurisdiction governing body]

286	Copy of resolution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
287	Certifies commitment to operate the completed facility & to provide public library direct service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Private Funds (if applicable)

20440(e) (5), p. 29

288	Documentation regarding availability of private funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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SECTION 2 – REQUIREMENTS FOR ALL JOINT USE PROJECTS

In addition to the requirements for all applicants (Section 1), the following additional information is required for all Joint Use Projects.

Joint Use Cooperative Agreements

20440(d)(1), p. 26 & Appendix 2, p. 60

289	Cooperative Agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
290	Agreement is between Public Library Jurisdiction that will operate the library & Public School District	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	[Agreement includes:]					
291	Roles and Responsibilities of each party	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
292	Description of joint library services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
293	Hours of service for Public and Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
294	Number & classification of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
295	Volunteers, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
296	Location of Joint Use Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
297	Ownership of site, facility, furnishings, equipment and library materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
298	Funding sources & uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
299	Facility operation, maintenance, & management responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
300	Review/modification process for agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
301	Field Act applicability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
302	Field Act rationale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
303	20 year commitment to joint use library services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
304	Ed. Code sec. 19999 and reg. section 20440 (e) (3) (G) incorporated re: provision of direct public library services for at least 40 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Community Library Needs Assessment

20440 (d)(2)(B), p. 26

[Incorporate the following into the project Needs Assessment]

305	Overall Executive Summary 20440, Appendix 3, Item 2, p. 61 Description of K-12 student population & their needs included in the Overall Executive Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
306	Needs Assessment Methodology 20440(d)(2)(B), p. 26 & Appendix 3, Item 3 c, p. 61 Description of school and/or school district planning involvement included, including key school representatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Service Limitations of Existing School Library (if applicable) for each category: 20440, Appendix 3, Item 7, p. 63 <i>[Applies only if an existing school library will be improved or replaced]</i>					
307	Services needed but unavailable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Library Plan of Service

20440 Appendix 4, pp. 67-68

[Incorporate the following into the project Library Plan of Service]

	Technology 20440, Appendix 4, Item 7, p. 68					
308	Description of how electronic technologies will be used to meet needs of K-12 students 20440, Appendix 4, 7(b), p. 68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
309	Executive Summary includes K-12 student needs 20440, Appendix 4 (7)(c), p. 68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS	State Library Use		APPLICANT USE		
	In Compliance		Included		Document & Page Number
	YES	NO	YES	NO	
<p align="center">SECTION 3 – REQUIREMENTS FOR JOINT VENTURE PROJECTS ONLY</p> <p align="center">In addition to the requirements for all applicants (Section 1) and all joint use applicants (Section 2), the following additional information is required for all Joint Venture Projects.</p>					

<p>Library Plan of Service 20440 Appendix 4, pp. 67-68</p> <p><i>[Incorporate the following into the project Library Plan of Service]</i></p>						
	Types of Services to Be Offered 20440, Appendix 4, Item 5, pp. 67-68					
310	Description of how project Library Plan of Service will meet needs of K-12 students identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
311	Description of why the specific service was selected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>SECTION 4 – REQUIREMENTS FOR CO-LOCATED LIBRARY PROJECTS ONLY</p> <p align="center">In addition to the requirements for all applicants (Section 1) and all joint use applicants (Section 2), the following additional information is required for all Co-Located Projects.</p>						
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<p>SITE AND TITLE REQUIREMENTS</p>						
<p>Visual Record of the Existing Library 20440 (c)(4), p. 24</p>						
	Visual Record of School Library <i>[Applies only if existing school library(s) will be improved or replaced]</i>					
312	Photos or Videos included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
313	Labeled w/Applicant & Project Names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
COMMUNITY LIBRARY NEEDS ASSESSMENT						
314	Service Limitations of Existing School Library (if applicable) for each category: 20440, Appendix 3, Item 7, pp. 63-64 <i>[Applies only if an existing school library will be improved or replaced]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
315	Collections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
316	Readers' Seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
317	Staff Officers, workstations, visual supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
318	Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
319	Meeting Rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
320	Special Purpose (Miscellaneous)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
321	Executive Summary of Service Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
322	Physical Limitations of Existing School Library (if applicable) for each category: 20440, Appendix 3, Item 8, p. 64 <i>[Applies only if there is an existing school library]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
323	Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
324	Energy Conservation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
325	Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
326	Disabled Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
327	Acoustics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
328	Space flexibility/expandability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
329	Functional spatial relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
330	Site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
331	Other considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
332	Executive Summary of Physical Limitations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Library Plan of Service 20440 Appendix 4, pp. 67-68 <i>[Incorporate the following into the project Library Plan of Service]</i>						
333	Mission Statement 20440, Appendix 4, Item 3, p. 67 School mission statement for library services to students included	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Types of Services to Be Offered 20440, Appendix 4, Item 5, pp. 67-68					
334	Description of how project Library Plan of Service will meet needs of K-12 students identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
335	Description of how services planned differ from what the Public Library would provide without the joint use agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS	State Library Use		APPLICANT USE		
	In Compliance		Included		Document & Page Number
	YES	NO	YES	NO	
<p align="center">SECTION 5 – REQUIREMENTS FOR PROJECTS TO REMODEL EXISTING LIBRARIES (WITH OR WITHOUT EXPANSION) ONLY</p> <p>In addition to the requirements for all applicants (Section 1) and any other applicable checklist sections, the following additional information is required for all projects to remodel an existing library, with or without expansion.</p>					

336	<i>[FIRST PRIORITY: REMODELING EXISTING LIBRARY PROJECTS ONLY]</i> Letter From School Superintendent 20434(b)(1)(B)(1)(b), p. 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
337	Letter indicates library site is within attendance area of the identified school	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
338	Letter indicates none of the school buildings has incoming telecommunication speed greater than 512K bps at time of application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
339	Public school attendance area map showing project site within area 20434(b)(1)(B)(2), p. 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Studies 20440(c)(12), pp. 25-26					
340	Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
341	Done by licensed engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
342	Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
343	Done by CalEPA or CalOSHA consultant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
344	Energy Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
345	Done by licensed engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
346	ADA Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
347	Done by ADA consultant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
348	Project Feasibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
349	Done by licensed architect or engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS	State Library Use		APPLICANT USE		
	In Compliance		Included		Document & Page Number
	YES	NO	YES	NO	
<p align="center">SECTION 6 – REQUIREMENTS FOR CONVERSION PROJECTS (WITH OR WITHOUT EXPANSION) ONLY</p> <p>In addition to the requirements for all applicants (Section 1) and any other applicable checklist sections, the following additional information is required for all projects to convert an existing building into a public library, with or without expansions.</p>					

350	Building Appraisal 20436 (a)(1), p. 14 <i>[MULTIPURPOSE CONVERSION PROJECTS: submit appraisal for only the public library portion of the building]</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
351	Completed by independent appraiser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
352	Completed by licensed State Certified General Real Estate Appraiser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
353	Completed no more than one year from application deadline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Obtaining Marketable Record Title 20438 (c), pp. 21-22 <i>[All applicants who will be converting an existing building into a public library are required to submit a Preliminary Title Report for the building. If not currently owned by the applicant, the report is to be obtained from the current owner.]</i>						
354	Preliminary Title Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
355	Names and addresses of owners & their interests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
356	Property description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
357	Easements/Encumbrances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
358	Plat or Survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
359	Attorney's Opinion re: Exceptions (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
360	Indicate that exceptions don't diminish use of building for public library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
361	Indicate that exceptions don't diminish or limit the State's interest in the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Building Ownership 20440 (c)(9), p. 25 <i>[Submit one of the following:]</i>					
362	Verification of ownership, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
363	Executed Option to Purchase Agreement, or	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
364	Agreement to donate the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SUBMITTAL REQUIREMENTS		State Library Use		APPLICANT USE		
		In Compliance		Included		Document & Page Number
		YES	NO	YES	NO	
	Studies 20440(c)(12), pp. 25-26					
365	Structural	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
366	Done by licensed engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
367	Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
368	Done by CalEPA or CalOSHA consultant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
369	Energy Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
370	Done by licensed engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
371	ADA Accessibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
372	Done by ADA consultant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
373	Project Feasibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
374	Done by licensed architect or engineer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	